



DEFENSE MESSAGE SYSTEM - USER AGENT



# DMS Releaser's/End User Course Overview

**Presented by: The Quantico DMS  
Team.**



# Introductions

- Instructor
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  - Cpl Lainhoff T A (lainhoffta@nt.quantico.usmc.mil)
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- DMS Control Center
  - COMM 703-784-2111
  - DSN 278-2111
  - FAX 703-784-2001
  - SMB Quantico G6 DMS Help Desk (  
helpdeskdms@quantico.usmc.mil)



# Course Topics

- What Is DMS?
- The DMS Outlook Client
  - Opening DMS Outlook
  - The DMS Buttons in Outlook
- The Directory
  - Accessing the Directory
  - Adding an Address into the PAB
  - Setting a Base DN
  - Accessing “PAB-ed” Addresses in Outlook
  - Personal Distribution Lists



# Course Topics

- Autodin PLAs
  - Adding Autodin PLAs
  - The Search Feature
  - Adding Autodin Office Codes
  - DMS Office Codes
  - Autodin Restrictions



# Course Topics

- The Fortezza Card
  - Introduction to the Fortezza Card
  - Logging into the Fortezza Card
  - Fortezza Troubleshooting
- Receiving DMS Messages
  - Commercial Email (P42), Military Email (P772), Signed Military (Signed P772), Encrypted Military (Encrypted P772)
  - Opening DMS Email
  - Removing Message Properties Dialog Box
  - Reviewing Message Properties of a DMS Message Received



# Course Topics

- Sending DMS Messages
  - Subject & Body
  - Introduction to Military Properties
  - Choosing Precedence, Classification, & Encryption
  - Date Time Group and Other Properties
- CMP/JMPS (The New MTF)
  - What is it?
  - What does it do?





# Course Topics

- Live Environment Practical Application using CMP/JMPS with DMS
- Conclusion
  - Additional Sources of Information
  - Who to Go to For Help?



# WHAT IS DMS?





# What Is DMS?

- DMS - Defense Message System
- Replaces AUTODIN system which delivered Naval Messages (i.e., Gate Guard, MDS)
- Uses a window-based product to set and view Naval Message properties such as precedence, date time group, classification, etc.
- Uses a hardware device to provide security and non-repudiation (Fortezza Card)
- Has a Global Directory (i.e. - Phone Book) of all operational DMS Units



# THE DMS OUTLOOK CLIENT

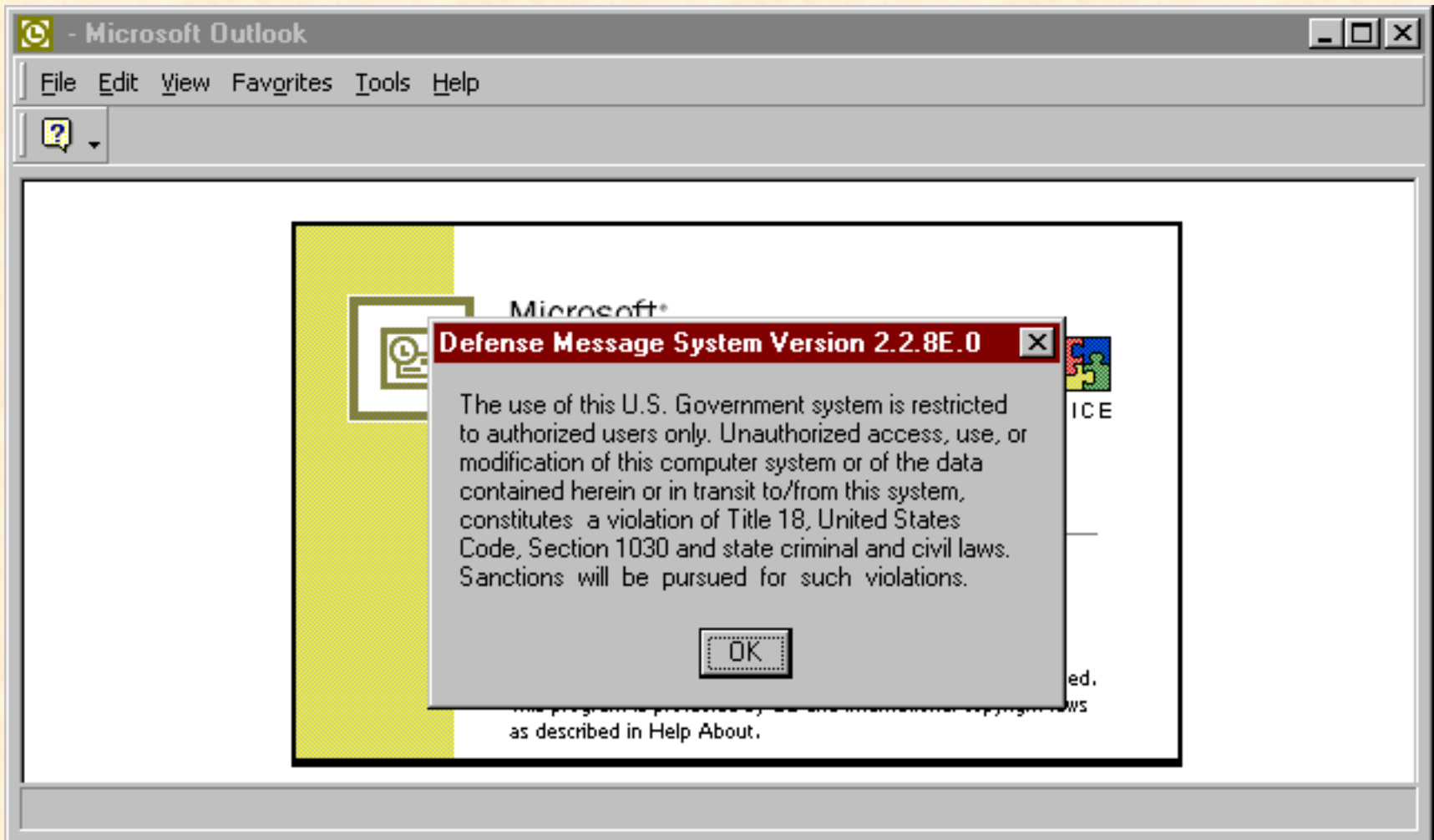


# Opening DMS Outlook

- Click on the Outlook icon on your desktop
- Outlook will open along with a Defense Message System disclaimer
  - The disclaimer informs the user that this system is restricted to authorized users only
  - Read the disclaimer and click the OK button to continue



# Opening DMS Outlook



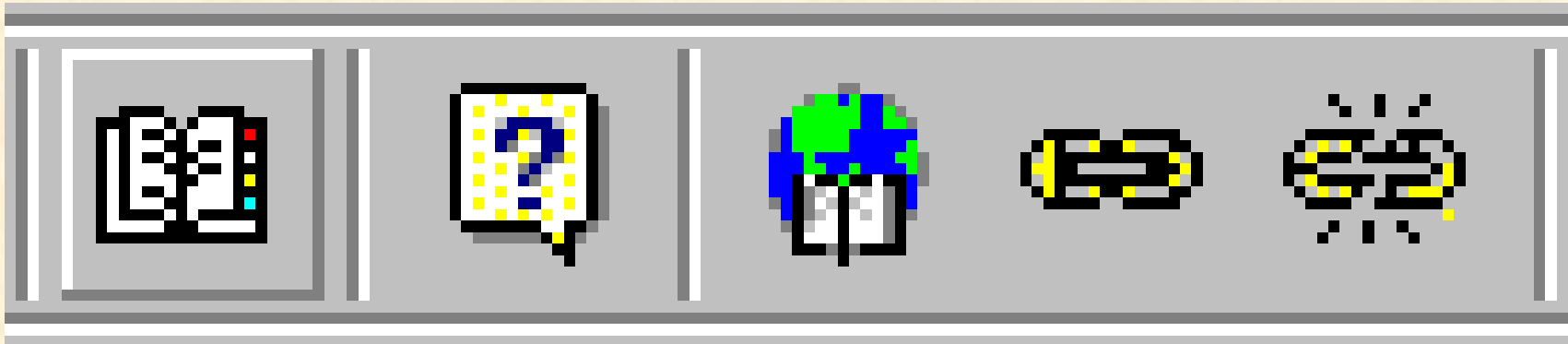


# The DMS Buttons In Outlook

- There are three new buttons in the DMS Microsoft Outlook toolbar
  - Directory User Agent (DUA) Browser button: Used to access the DMS Global Directory
  - Fortezza Logon: Used to log onto a fortezza card
  - Fortezza Logoff: Used to log off of a fortezza card



# The DMS Buttons In Outlook



- (1) Directory User Agent (DUA) Browser (1) (2)
- (2) Fortezza Card Logon
- (3) Fortezza Card Logoff





# THE DIRECTORY



# Accessing The DMS Directory

- What is the DMS Directory?
  - Called X.500 Directory
  - Uses a format that is recognized by multiple commercial products.
  - Contains organizations from all DoD Services and Agencies
  - You will use this to populate your Personal Address Book with all of your DMS addressees
- Required to send encrypted DMS messages



# Accessing The DMS Directory

- Use the Browser to access the Global DMS Directory which contains current addressing information required to send DMS messages
- Two ways to access the Directory Information Tree (DIT) Browser [Directory User Agent (DUA) Browser]
  - Access from Desktop
  - Access from toolbar in Outlook



Outlook Toolbar



Desktop Icon



# Accessing The DMS Directory

- Click on either icon, wait till the program opens up, and then “drill” down through the tree-like directory to find your desired address (see the following sequence of slides)
- Open up each new level of the “tree” by either double-clicking the level you want to open up, or clicking the plus sign next to it
- For Marine bases go to:
  - /c=us/o=u.s.  
government/ou=dod/ou=usmc/ou=organizations



# Accessing The DMS Directory

Directory Browser - [c=US]

File Edit View Window Help

C=US

Attribute Type	Attribute Value
DistinguishedName	C=US
objectClass	ocCountry + ocTop
c	US
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



# Accessing The DMS Directory

Directory Browser - [c=US]

File Edit View Window Help

o=U.S. Government  
o=U.S. National

Attribute Type	Attribute Value
DistinguishedName	C=US
objectClass	ocCountry + ocTop
c	US
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP





# Accessing The DMS Directory

Directory Browser - [o=U.S. Government, c=US]

File Edit View Window Help

Attributes: [Icons]

Tree View:

- C=US
  - o=U.S. Government
    - cn=Civil SBU PCA
    - cn=CIVIL SBU TRANS PCA
    - cn=DoD SBU PCA
    - cn=S and U ICRLA
    - cn=SBU DoD 3.1 TRANS PCA
    - cn=U.S. PAA
    - ou=DoD
    - ou=American Red Cross
    - ou=Dept of Commerce
    - ou=Dept of Justice
    - ou=FEMA
    - ou=NASA
  - o=U.S. National

Attribute Type	Attribute Value
DistinguishedName	o=U.S. Government, c=US
objectClass	ocOrganization + ocTop
o	U.S. Government
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 | 138.156.98.14+17003 | DAP



# Accessing The DMS Directory

Directory Browser - [ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

Attributes: [Icons]

Tree View:

- C=US
  - o=U.S. Government
    - cn=Civil SBU PCA
    - cn=CIVIL SBU TRANS PCA
    - cn=DoD SBU PCA
    - cn=S and U ICRLA
    - cn=SBU DoD 3.1 TRANS PCA
    - cn=U.S. PAA
    - ou=DoD**
      - cn=CERTAUTH1 EFGV
      - cn=CERTAUTH1-DOD EFGV
      - ou=DMS Components
      - ou=NIPR DSO 01
      - ou=NIPR DSO 02
      - ou=NIPR DSO 03
      - ou=USMC
      - ou=AF
      - ou=Army

Attribute Type	Attribute Value
DistinguishedName	ou=DoD, o=U.S. Government, c=US
objectClass	ocOrganizationalUnit + ocTop
ou	DoD
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 | 138.156.98.14+17003 | DAP



# Accessing The DMS Directory

Directory Browser - [ou=USMC, ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

cn=CERTAUTH1 EFGV  
cn=CERTAUTH1-DOO EFGV  
ou=DMS Components  
ou=NIPR DSO 01  
ou=NIPR DSO 02  
ou=NIPR DSO 03  
**ou=USMC**  
cn=CERTAUTH0001 (U-LCC QUAN  
cn=CERTAUTH0003 (U-LCC HQM  
cn=CERTAUTH0005 (U-LCC ALBA  
cn=CERTAUTH0006 (U-LCC CAMP  
cn=CERTAUTH0008 (U-LCC CAMP  
cn=CERTAUTH0010 (U-LCC IWAK  
cn=CERTAUTH0012 (U-LCC MCB I  
cn=CERTAUTH0014 (U-LCC MARF  
cn=CERTAUTH0016 (U-LCC CAMP  
cn=CERTAUTH0018 (U-LCC MARF

Attribute Type	Attribute Value
DistinguishedName	ou=USMC, ou=DoD, o=U.S. Governmer
objectClass	ocOrganizationalUnit + gb + ocTop
ou	USMC
FromEntry	TRUE (Default)
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



# Accessing The DMS Directory

Directory Browser - [ou=Organizations, ou=USMC, ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

cn=CERTAUTH0016 (U-LCC CAMP LEJEUNE NC)  
cn=CERTAUTH0018 (U-LCC MARFORLANT)  
cn=CERTAUTH0021 (U-LCC CHERRY POINT)  
cn=CERTAUTH0023 (U-LCC BEAUFORT SC)  
cn=CERTAUTH0025 (U-LCC-PARRIS ISLAND)  
cn=CERTAUTH0027 (U-LCC 29 PALMS CA)  
cn=CERTAUTH0029 (U-LCC BARSTOW CA)  
cn=CERTAUTH0031 (U-LCC MARFORRES)  
cn=CERTAUTH0033 (U-LCC YUMA AZ)  
cn=CERTAUTH0035 (U-LCC SAN DIEGO CA)  
cn=CERTAUTH0037 (U-LCC MIRAMAR CA)  
cn=CERTAUTH0039 (U-LCC MARFOREUR)  
cn=CERTAUTH0041 (U-MCB QUANTICO VA)  
ou=Deployed  
ou=Mail Lists  
**ou=Organizations**  
ou=AF

Attribute Type	Attribute Value
DistinguishedName	ou=Organizations, ou=USMC, ou=DoD,
objectClass	ocOrganizationalUnit + gb + ocTop
ou	Organizations
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



# Accessing The DMS Directory

Directory Browser - [ou=Organizations, ou=USMC, ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

cn=CERTAUTH0041 (U-MCB QUANTICO VA)  
ou=Deployed  
ou=Mail Lists  
**ou=Organizations**  
I=DMS COC MITNOC QUANTICO VA  
I=HQMC WASHINGTON DC  
I=MAGTF TRNGCOM 29 PALMS CA  
I=MARFOREUR  
I=MARFORLANT VA  
I=MARFORPAC  
I=MARFORRES  
I=MARFORSOUTH  
I=MCAS BEAUFORT SC  
I=MCAS CHERRY POINT NC  
I=MCAS IWAKUNI JP  
I=MCAS MIRAMAR CA  
I=MCAS YUMA AZ

Attribute Type	Attribute Value
DistinguishedName	ou=Organizations, ou=USMC, ou=DoD, o=U.S. Government, c=US
objectClass	ocOrganizationalUnit + gb + ocTop
ou	Organizations
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP





# Accessing The DMS Directory

Directory Browser - [I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=DoD, o=U.S. Gove...]

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	I=MCB QUANTICO VA, ou=Organization
objectClass	ocLocality + ocTop
I	MCB QUANTICO VA
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP





# Accessing The DMS Directory

Directory Browser - [ou=CG TECOM(n), I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=...

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	ou=CG TECOM(n), I=MCB QUANTICO VA
objectClass	pOCOOrganizationalUnit + ocOrganization
ou	CG TECOM(n)
preferredDelivery	{asn.1}0a0102
associatedPLA	plaNam=CG TECOM QUANTICO VA, c
dmsOwningCountry	US
mhsORAddresses	/OU=CG TECOM QUANTICO VA/OU=
mosaicKmandSigCertifi...	{asn.1}30820295308202590202019030
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



# Adding An Address Into The PAB

- To add an address into your Personal Address book (PAB):
  - Access the DIT/DUA Browser
  - Go down through the directory, and highlight the address you want to add into your PAB – it usually has a “(n)” behind it
  - Select “Edit” on toolbar and click on “Add to PAB”
  - Exit DIT/DUA Browser
- The address has now been “PAB-ed” (added to your Personal Address Book) and can be accessed in Outlook



# Adding An Address Into The PAB

Directory Browser - [ou=CG TECOM(n), I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=...

File Edit View Window Help

Copy Ctrl+C  
Add to PAB Ctrl+A

I=MCAS BEAUFORT SC  
I=MCAS CHERRY POINT NC  
I=MCAS IWAKUNI JP  
I=MCAS MIRAMAR CA  
I=MCAS YUMA AZ  
I=MCB CAMP BUTLER JP  
I=MCB CAMP LEJEUNE NC  
I=MCB CAMP PENDLETON CA  
I=MCB QUANTICO VA  
ou=CBIRF(n)  
ou=CG EDCOM PRES MCU(n)  
ou=CG MCWL(n)  
**ou=CG TECOM(n)**  
ou=CG TRNGCOM(n)  
ou=CLASSROOM USERS  
ou=COMMARCORSYSCOM QUANTICO VA  
ou=Local Distribution

Attribute Type	Attribute Value
DistinguishedName	ou=CG TECOM(n), I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=...
objectClass	pOCOrganizationalUnit + ocOrganization
ou	CG TECOM(n)
preferredDelivery	{asn.1}0a0102
associatedPLA	plaName=CG TECOM QUANTICO VA, c...
dmsOwningCountry	US
mhsORAddresses	/OU=CG TECOM QUANTICO VA/OU=...
mosaicKmandSigCertifi...	{asn.1}30820295308202590202019030...
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

Add current select to personal address book 138.156.98.14+17003 DAP



# Setting A Base DN

- An easier way to access DMS addresses is to set a default with the Browser
  - Open Directory Browser
  - Click on the View Tab on the Menu bar
  - Click on Options on the pull down menu
  - In the “Base DN” block of the Primary DSA enter:
    - OU=DoD, O=U.S. Government, C=US
  - This will default you to the DMS Organizations directory--all DoD



# Setting A Base DN

Directory Browser - [c=US]

File Edit View Window Help

Toolbar Status Bar Display Attributes Refresh F5 Options...

Attribute Type	Attribute Value
DistinguishedName	C=US
objectClass	ocCountry + ocTop
c	US
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

Change Options 138.156.98.14+17003 DAP



# Setting A Base DN

**Options**

Connection | Attributes | Filters | Settings

Primary DSA

Address : 138.156.98.14 Advanced...

Base DN : OU=DOD,O=U.S. GOVERNMENT,C=US

Secondary DSA

Address : 192.156.78.50 Advanced...

Base DN : C=US

Number of Retries : 2 ☒ Open Base DN on startup

OK Cancel Apply Help

- After you entered your desired starting point, click “OK”
- Next time you open the DIT Browser, you will start at your desired place





# Setting A Base DN

Directory Browser - [ou=DOD, o=U.S. GOVERNMENT, c=US]

File Edit View Window Help

Attributes: cn=CERTAUTH1 EFGV, cn=CERTAUTH1-DOD EFGV, ou=DMS Components, ou=NIPR DSO 01, ou=NIPR DSO 02, ou=NIPR DSO 03, ou=USMC, ou=AF, ou=Army, ou=AUTODIN PLAs, ou=CCEB, ou=CENTCOM, ou=CFC, ou=Contractor, ou=DCMA, ou=DFAS, ou=DIA

Attribute Type	Attribute Value
DistinguishedName	OU=DOD, O=U.S. GOVERNMENT, C=US
objectClass	ocOrganizationalUnit + ocTop
ou	DoD
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 | 138.156.98.14+17003 | DAP

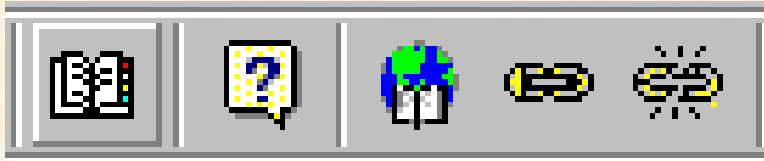


# Accessing “PAB-ed” Addresses In Outlook

- Access Outlook
- Click on Address Book Icon on Outlook Toolbar
- In the upper right-hand corner of your Address Book, in “Show Names from the,” select “Personal Address Book”
- Select DMS address - usually has an “(n)” behind it
  - Verify address information by right clicking and selecting properties
  - In the Display Name box, you can type a unique name for the address

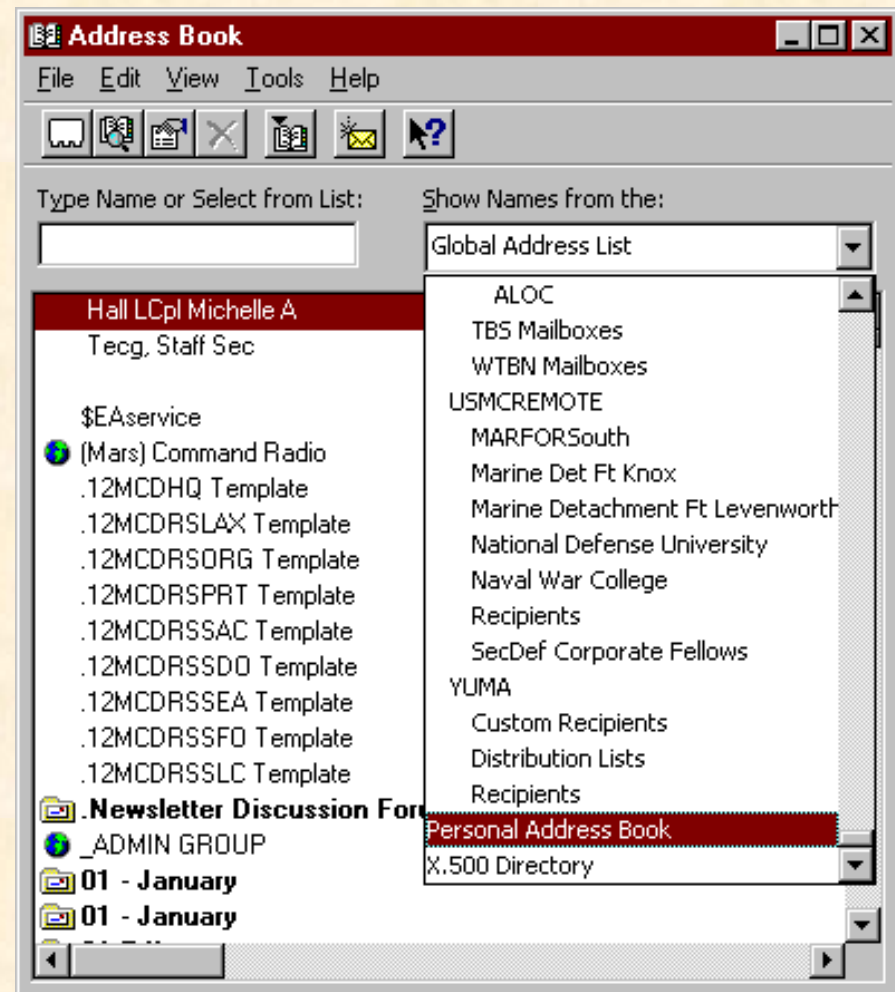


# Accessing “PAB-ed” Addresses In Outlook



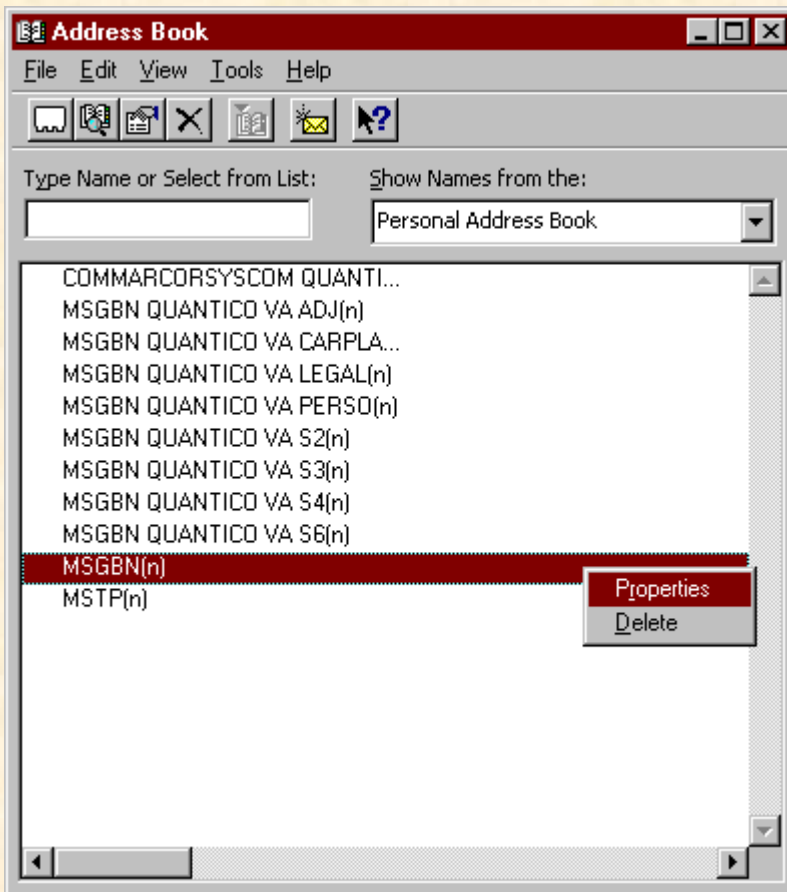
□  
(1)

(2)  
⇒





# Accessing “PAB-ed” Addresses in Outlook



□



(3)

(4)



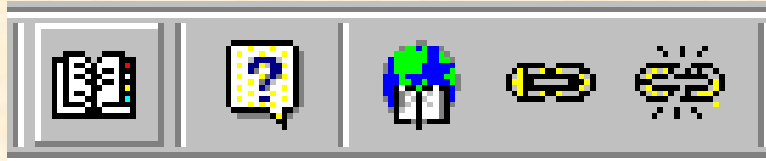
# Personal Distribution Lists

- Personal Distribution Lists can help manage your PAB-ed DMS addresses, so groups of frequently used addresses can be sent to easily
- Steps To Create a Personal Distribution list:
  - Click on Address Book Icon on Outlook Toolbar
  - In the upper right-hand corner of your Address Book, in "Show Names from the," select "Personal Address Book"
  - Click on "New Entry" button (or go to "File" ⇒ "New Entry")
  - Select "Personal Distribution" List



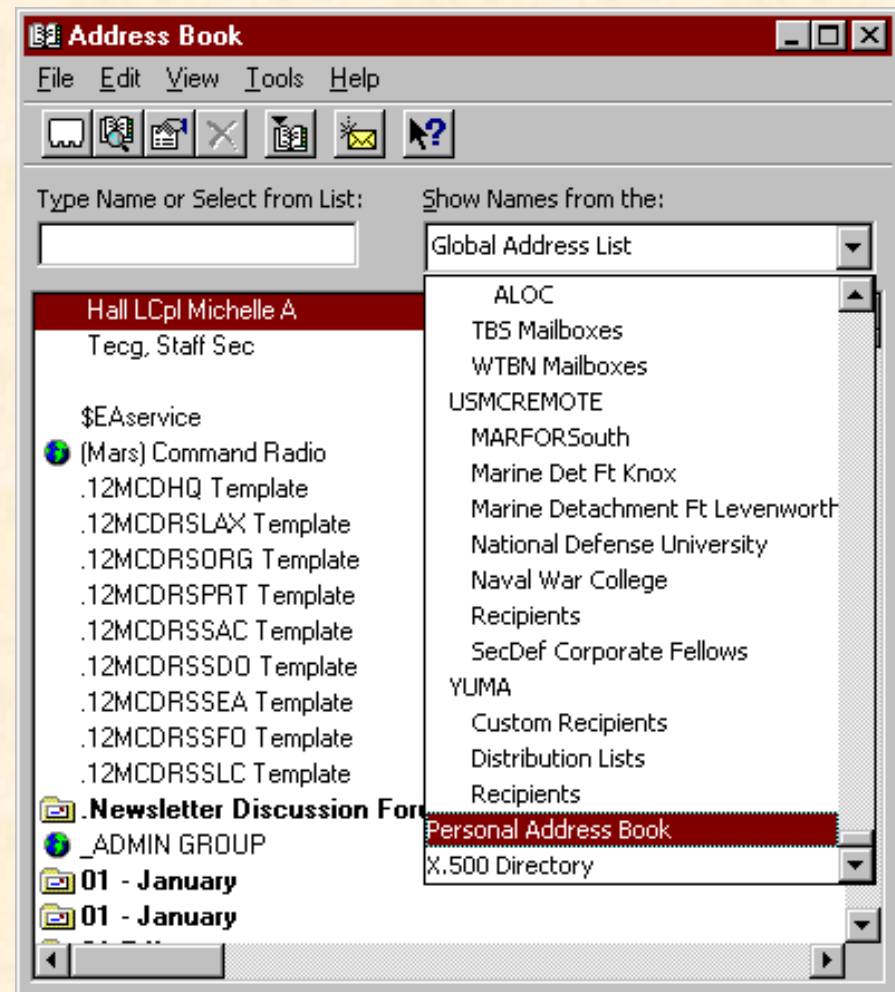


# Personal Distribution Lists



(1)

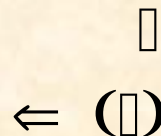
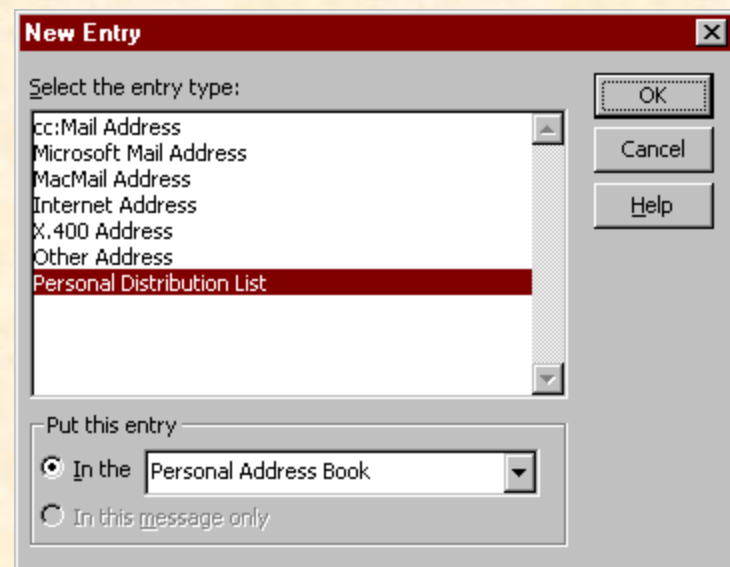
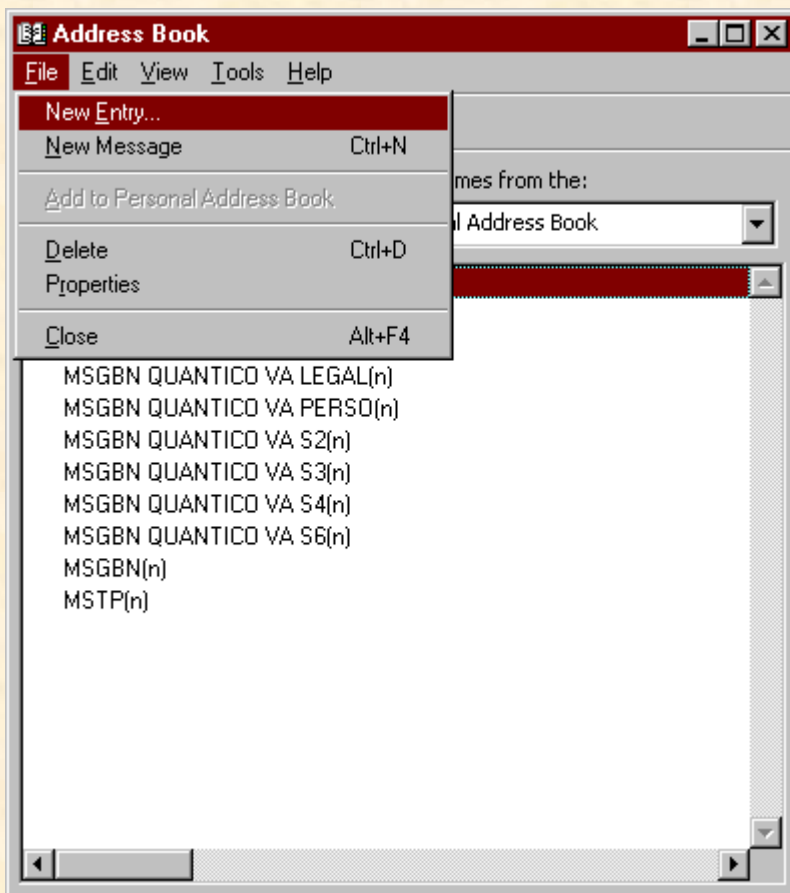
(2)  
⇒







# Personal Distribution Lists



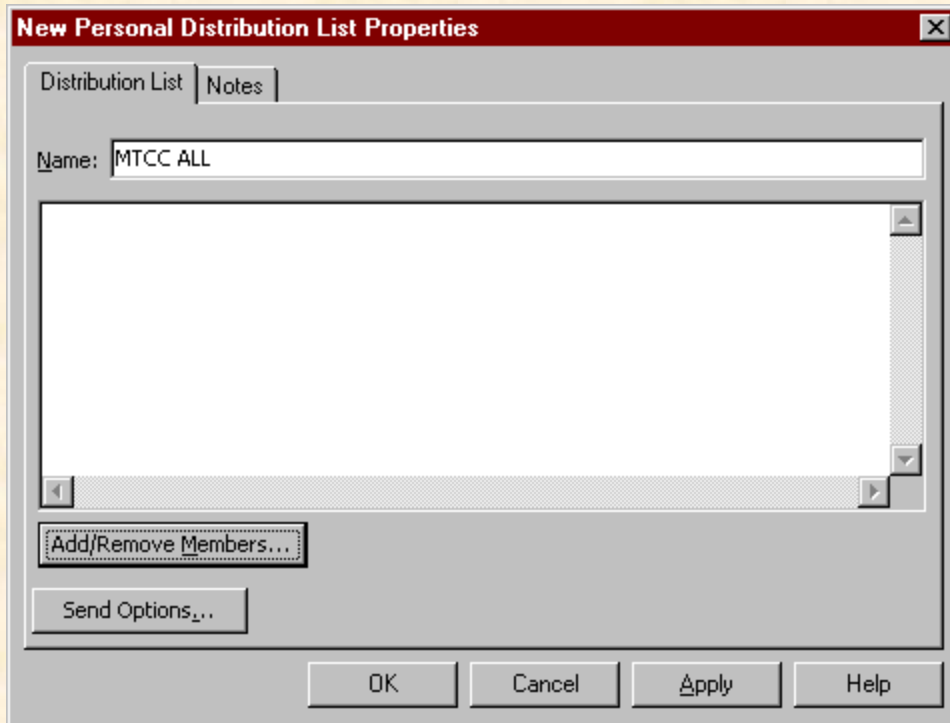


# Personal Distribution Lists

- Steps To Create a Personal Distribution list (continued):
  - Give Personal Distribution List a name
    - Example: MTCC All
  - Click on “Add/Remove Members” button
  - Select address and click on Members button to add it to the Personal Distribution List
    - Example: MTCC QUANTICO VA
  - Click on “OK”, then click “OK” again

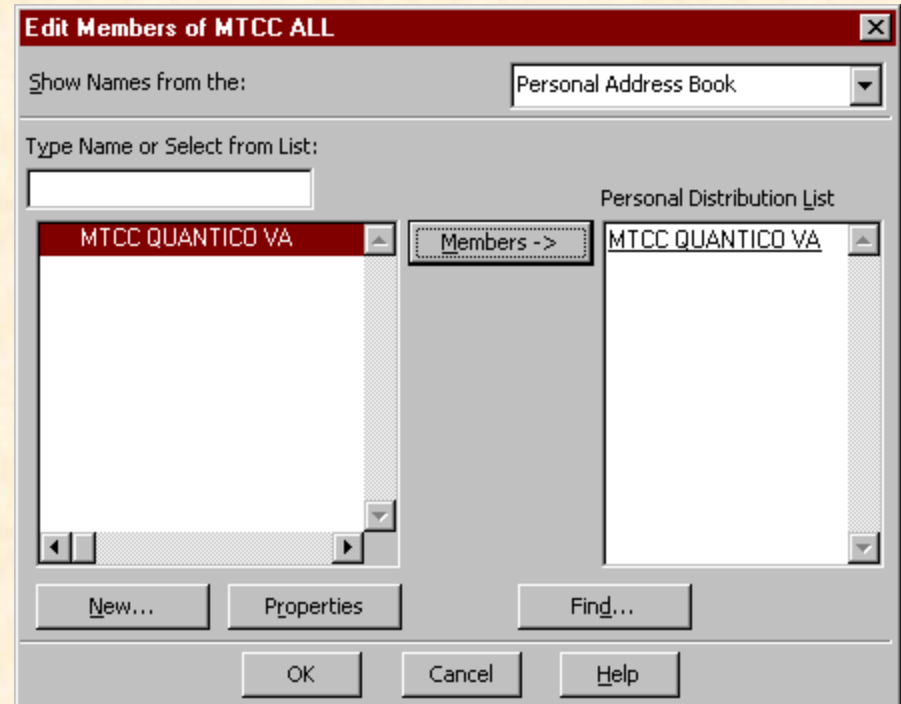


# Personal Distribution Lists



□

(□)



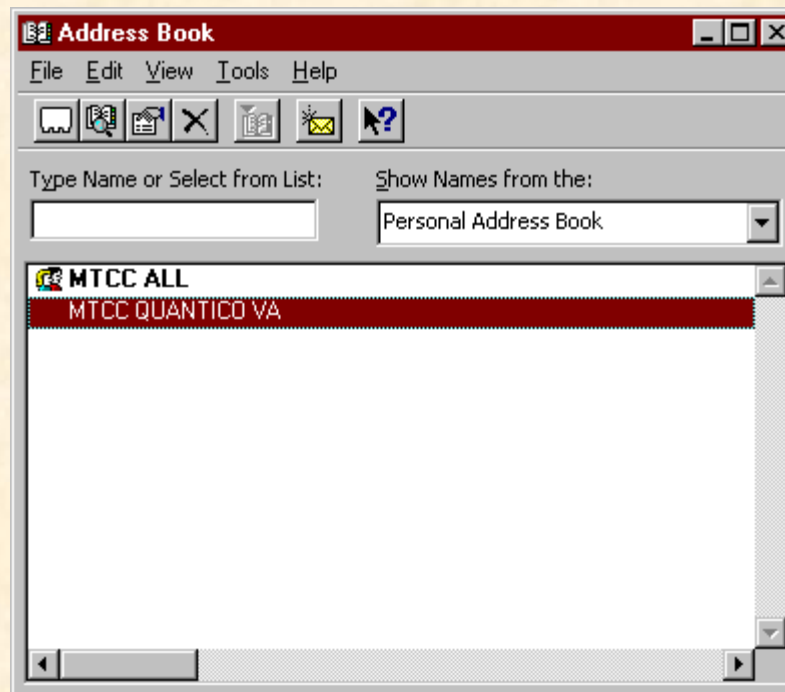
□

(□)



# Personal Distribution Lists

- A Personal Distribution List has appeared with the name “MTCC All,” one address allowing you to reach all the MTCCs you deal with.

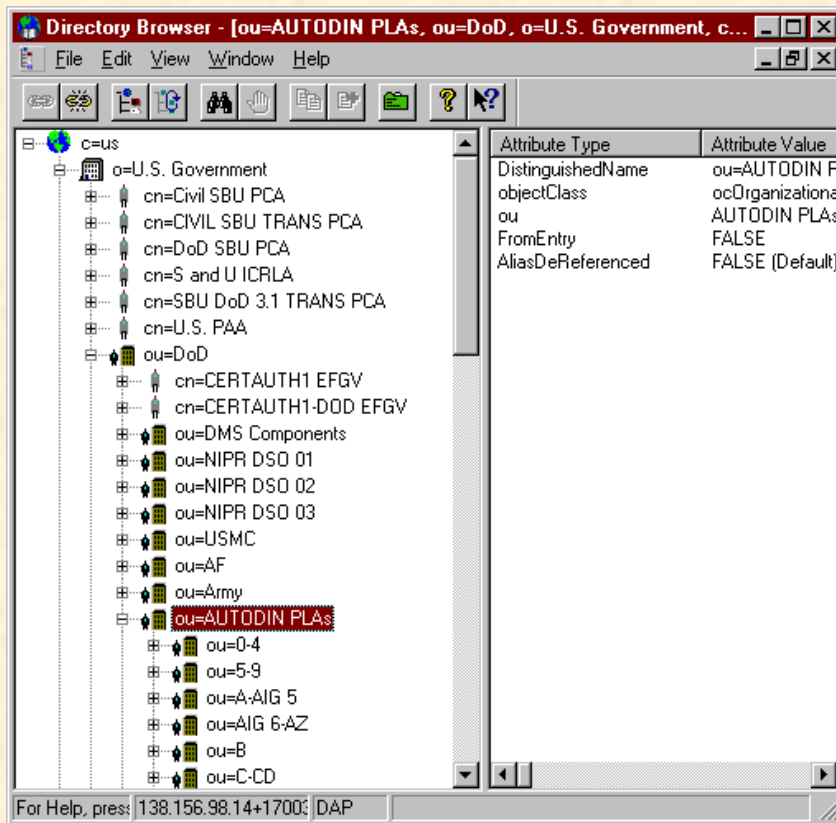




# AUTODIN PLAS



# The Search Feature



- To address AUTODIN PLAs, find the AUTODIN PLAs branch of the directory
- Highlight and open up “AUTODIN PLAs”, but do not go any further
- We will use the search feature to find the PLAs we need
- The search function can be accessed by the binoculars button, or File -> Search





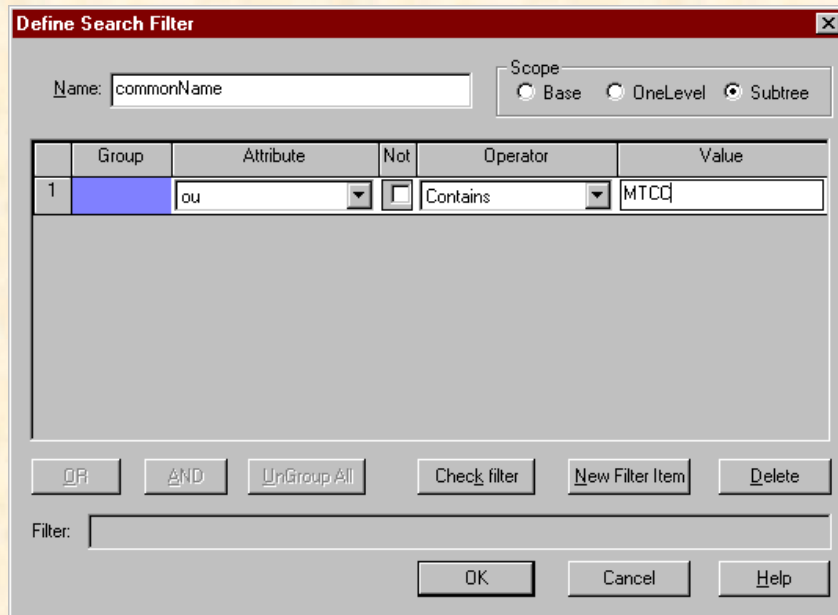
# The Search Feature

- Search Parameters Dialog Box will appear
- Click on Define Filter Button

A screenshot of the "Search Parameters" dialog box. The dialog has a title bar with the text "Search Parameters" and a close button (X). Inside the dialog, there are two text input fields. The first field is labeled "Base DN:" and contains the text "ou=AUTODIN PLAs, ou=DoD, o=U.S. Government, c=US". The second field is labeled "Filter Name:" and contains the text "commonName". Below the input fields, there are four buttons: "OK", "Cancel", "Define Filter..." (which is highlighted with a dotted border), and "Help".



# The Search Feature



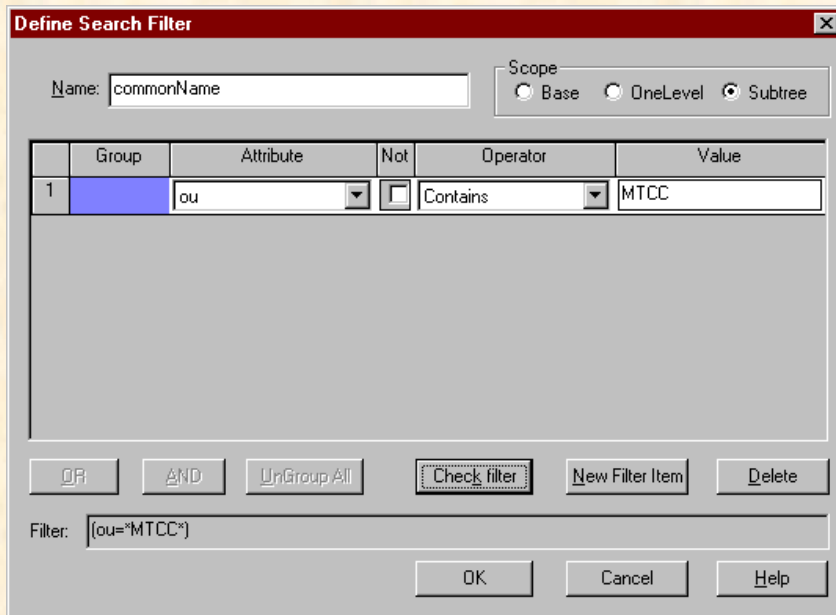
The "Define Search Filter" dialog box is shown. It has a title bar with a close button. Below the title bar, there is a "Name:" field with the text "commonName". To the right of this is a "Scope" section with three radio buttons: "Base", "OneLevel", and "Subtree", with "Subtree" selected. Below this is a table with the following columns: "Group", "Attribute", "Not", "Operator", and "Value". The first row of the table is highlighted in blue and contains the following values: "1" in the "Group" column, "ou" in the "Attribute" column (with a dropdown arrow), a checked "Not" checkbox, "Contains" in the "Operator" column (with a dropdown arrow), and "MTCC" in the "Value" column. Below the table is a large empty text area. At the bottom of the dialog, there are several buttons: "OR", "AND", "UnGroup All", "Check filter", "New Filter Item", and "Delete". Below these buttons is a "Filter:" label followed by a text input field. At the very bottom are "OK", "Cancel", and "Help" buttons.

Group	Attribute	Not	Operator	Value
1	ou	<input checked="" type="checkbox"/>	Contains	MTCC

- In “Attribute” column, from the pull-down options select “ou”
- In “Operator” column, from the pull-down options select “Contains”
- In “Value” column, click in the box and enter any portion of the address you want to search.
  - Example: “MTCC” or “Quantico”, etc.



# The Search Feature



The "Define Search Filter" dialog box is shown. It has a title bar with a close button. Below the title bar, there is a "Name:" field containing "commonName". To the right of this field is a "Scope" section with three radio buttons: "Base", "OneLevel", and "Subtree", with "Subtree" selected. Below this is a table with columns: "Group", "Attribute", "Not", "Operator", and "Value". The first row is highlighted in blue and contains the values: "1", "ou", a checked "Not" checkbox, "Contains", and "MTCC". Below the table are several buttons: "OR", "AND", "UnGroup All", "Check filter", "New Filter Item", and "Delete". At the bottom, there is a "Filter:" field containing "[ou=\*MTCC\*]" and three buttons: "OK", "Cancel", and "Help".

	Group	Attribute	Not	Operator	Value
1		ou	<input checked="" type="checkbox"/>	Contains	MTCC

Buttons: OR, AND, UnGroup All, Check filter, New Filter Item, Delete

Filter: [ou=\*MTCC\*]

Buttons: OK, Cancel, Help

- Click the “Check filter” button to see if any errors come up
- If the “Filter” line has anything other than your search item (Example: ou=\*MTCC\*), try to “Delete” your filter and start over
- Otherwise, click “OK” to continue



# The Search Feature

- Search Parameters will return
- Click “OK” to begin your search

A screenshot of a "Search Parameters" dialog box. The dialog has a title bar with the text "Search Parameters" and a close button (X). Inside the dialog, there are two text input fields. The first field is labeled "Base DN:" and contains the text "ou=AUTODIN PLAs, ou=DoD, o=U.S. Government, c=US". The second field is labeled "Filter Name:" and contains the text "commonName". Below the input fields, there are four buttons: "OK", "Cancel", "Define Filter...", and "Help". The "Define Filter..." button is highlighted with a dashed border.

**Search Parameters**

Base DN:

Filter Name:



# The Search Feature

- The Directory Browser will return a list of Autodin PLAs containing the search word.
- Highlight the address you need and add it to your PAB.

Directory Browser - [Search Results for commonName]

File Edit View Window Help

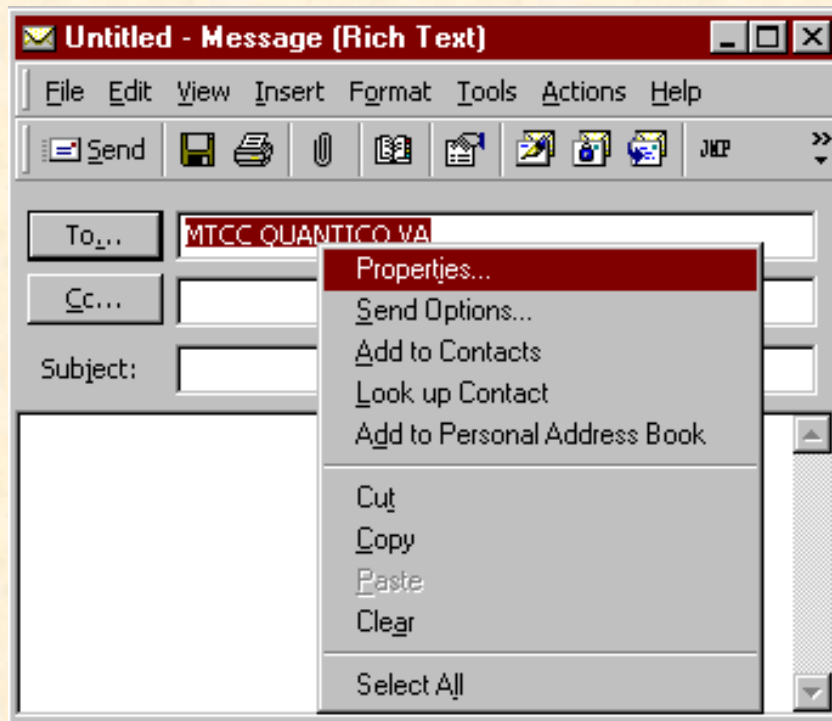
ou=I-M, ou=AUTODIN PLAs, ou=DoD, o=U.S. Governr

- ou=MTCC MCAS BEAUFORT SC,
- ou=MTCC CAMP PENDLETON CA,
- ou=MTCC KANEQHE BAY HI,
- ou=MTCC QUANTICO VA,**
- ou=MTCC MIRAMAR CA,
- ou=MTCC CAMP LEJEUNE NC,
- ou=MTCC YUMA AZ,
- ou=MTCC OKINAWA JA,
- ou=MTCC TWENTYNINE PALMS CA,

Attribute Type	Attribute Value
DistinguishedName	ou=MTCC QUANTICO VA, ou=I-M, ou=AUTODIN PLAs, ou=DoD, o=U.S. (
objectClass	mspUserFortezza + mspUserSDNS + dmsSMTPUser + mhsUser + pOCOOrga
associatedPLA	{asn.1}30800000
ou	MTCC QUANTICO VA
description	Both DMS and AUTODIN organization
preferredDelivery	{asn.1}0a0101
seeAlso	ou=MTCC(n), ou=MCB, l=MCB QUANTICO VA, ou=Organizations, ou=USM
dmsOwningCountry	US
mhsORAddresses	/DD.ACP-PLAD=MTCC QUANTICO VA/OU=HEFL1/O=DTH1/ADMD=DM
mosaicKMandSigCertifi...	{asn.1}308202563082021a02012d300b0609608648016502010113304e3'
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)



# Adding Autodin Office Codes



- Create a new message
- In the new message window, add the PLA to the “To” line from your Personal Address Book
- Right-click the PLA, and select “Properties”





# Adding Autodin Office Codes

The screenshot shows a Windows-style dialog box titled "MTCC QUANTICO VA Properties". It has four tabs: "Business", "Phone Numbers", "Notes", and "X400 - Address", with the last tab selected. The "X400 - Address" tab contains the following fields and options:

- Display name:** A text box containing "MTCC QUANTICO VA".
- E-mail address:** A text box containing "DDA:ACP-PLAD=MTCC QUANTICO VA;OU=HEFL". A cursor is positioned at the end of the address, after the semicolon.
- E-mail type:** A dropdown menu showing "X400".
- Always send to this recipient in Microsoft Outlook rich-text format:** An unchecked checkbox.
- Add to:** A button labeled "Personal Address Book".
- Buttons:** "OK", "Cancel", "Apply", and "Help" at the bottom.

- Place cursor in the Email address
- Hit the “Home” key
- Look for where it says “ACP-PLAD=[address];”
- Place cursor right after the last letter of the PLA, but before the semicolon



# Adding Autodin Office Codes

MTCC QUANTICO VA Properties

Business | Phone Numbers | Notes | X400 - Address

Display name: MTCC QUANTICO VA

E-mail address: ACP-PLAD=MTCC QUANTICO VA\\\\\\\\G1\\\\\\\\G2\\\\\\\\:OI

E-mail type: X400

☐ Always send to this recipient in Microsoft Outlook rich-text format

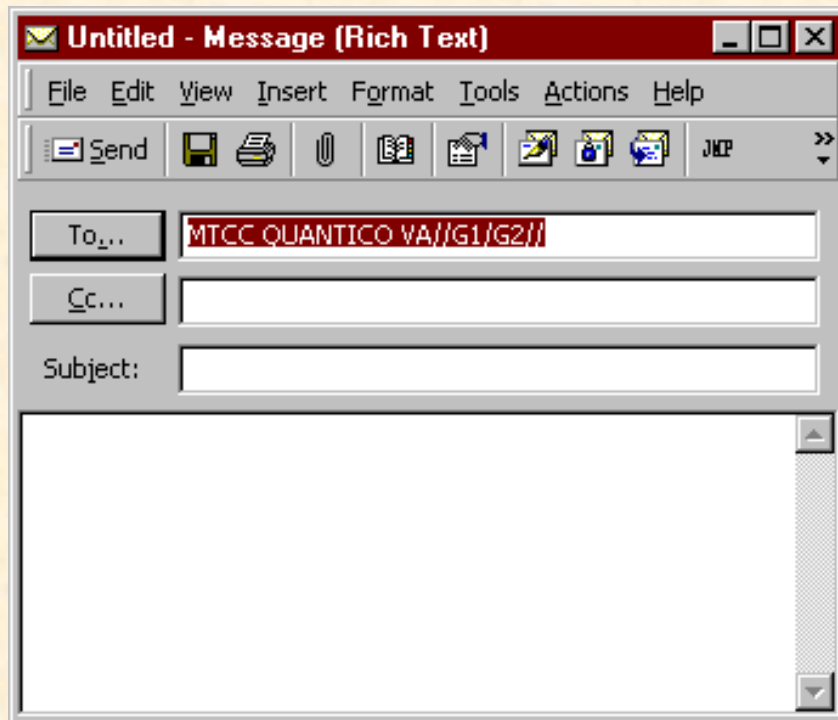
Add to: Personal Address Book

OK Cancel Apply Help

- Enter four right slashes then office address, use double right slash to separate other office addresses, then end with four more right slashes
  - Ex: “\\\\\\\\G6\\\\\\\\G1\\\\\\\\”
- Duplicate addressing in “Display name” text box also
- Click on “Apply” and “OK” buttons



# Adding Autodin Office Codes



- Final Autodin PLA with office routing should now appear as shown in the "To" block of the new message
- Complete the message, and send



# DMS Office Codes

- An Official Message has been released outlining the office code policy for DMS.
- The DMS Team from Quantico has been meeting with each command to determine the BEST possible solution for office codes.



# Autodin Restrictions

- No attachments allowed when sending messages from DMS to AUTODIN.
- DMS to DMS, attachments are allowed, such as Pictures, or voice attachments.



# FORTEZZA CARD





# Introduction to the Fortezza Card

- NSA Approved product
  - Security on hardware device
- Provides Class Four security for “High Assurance” messages
  - Example: Naval Messages, Organization Messages
- Authenticates sender to recipient
- Controls access
- Different card for each classification level
- Works Separate from PKI



# Logging into the Fortezza Card

- Insert FORTEZZA card into bottom PCMCIA slot
- Ensure card is inserted with top side up and is firmly seated in slot
- If correctly inserted:
  - A little wizard will pop up and you will hear two beeps.
  - The wizard will tell you that you have inserted correctly, the Fortezza Card.
- Once card is recognized, you may remove and reinsert as often as you need, as long as you are logged in
  - This is known as hot-swapping and is available because of the software called Card Wizard



# Fortezza Troubleshooting

- If the PCMCIA does not recognize your card and you know the FORTEZZA card driver is installed correctly
  - Ensure the card is inserted with the top side up
    - Card can be inserted upside down but will not work
  - Ensure card is firmly seated in PCMCIA slot
  - If you have more than one slot, insert it into the other slot
- If the card still is not being recognized, contact your ISC or consult DMSCC web Site to verify card set up is correctly



# Steps to Send a Message

- Prepare address book
- Address message
- Set military message elements (precedence, classification...)
- Prepare body of message (using MTF editor called CMP)
- Sign and Encrypt message



# USING DMS

## Accessing DMS Messages

- When accessing a DMS message, the default option is to show the Message Properties Dialog box (DMS 2.1)
  - This box shows any additional information added using the Military Message Properties box during message creation
- To disable this option
  - Click on the Tools Tab on the Outlook Menu bar
  - Select Options
  - Select the DMS Tab
    - Uncheck the box next to "Always Display the Message Properties Dialog Box"





# USING DMS

## Accessing DMS Messages

FW: error codes Properties

Military Security Advanced Information Related Other Autodin

Basic Properties

Primary Precedence: Routine Classification: Unclassified

Copy Precedence: Unknown Type: Individual (Working Record)

Name :

Recipient Type : Primary ☐ Reply requested by originator

Reply by: ☐ Read Receipt sent

Identification

MM-Message Identification (MMID) :

51A31F244381D311BB9A00A0C9EA326F 991013101321Z@c=US;a= ;p=Orga

Message Transfer System Identification (MTSID)

c=US;a=DMS;l=MIL-EXCH-4A-991013101325Z-104213

OK Cancel Help

Message Properties Dialog Box

Options

Options

Preferences Mail Services Mail Format Spelling Security

Other DMS Delegates

Default Options

☒ Prohibit conversions

☐ Use ADatP3 for message body

☐ Use Bilateral BPs for attachments

☒ Always Display Message Properties Dialog Box

☐ Use MEI when sending to SMTP recipients

☒ Allow non-DMS Users to view signed messages

Security

☐ Digitally sign messages

☐ Encrypt message contents and attachments

☐ Sign MSP Header

Role: Set Role

Logging

Directory: C:\DMS\AuditLog

Maximum size (KB): 1024

OK Cancel Apply Help





# USING DMS

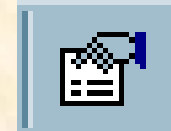
## Accessing DMS Message

- Encrypted message
  - Ensure FORTEZZA Card is inserted in PCMCIA slot
  - Click on message and the login box will appear
  - Type in PIN
  - Select Role
  - View message
- Digitally signed
  - Click on message and the login box will appear
  - Can type in PIN to access or just click on the cancel button
    - A DMS Dialog box appears: Unable to verify digital signature. Message content cannot be trusted. Click on OK.
  - View message



# Military Properties Button

- The Military Properties Button can be used to set the following:
  - Precedence
  - Classification level
  - Message Type (Other organizational)
  - Allow/Not allow conversion on message
  - Add other AUTODIN (Naval Message) information such as
    - Originator reference
    - Message and Handling instructions
- This information can be viewed in the Message Properties Dialog box





# Military Properties Button (Cont)

Untitled - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Send [Icons]

To: [ ]

Cc: [ ]

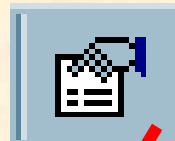
Bcc: [ ]

Subject: [ ]

V/R

Anne

MARGARET A. WINFIELD, SSgt, USAF  
NCOIC, Communications and Information  
352d Special Operations Group, RAF Mildenhall, UK  
DSN 238-4388 Comm 011-44-1638-544388



Military Message Properties

Military Message Per Recipient Advanced Information Related Other

Basic Properties

Primary Precedence: [ ]

Copy Precedence: [ ]

Classification: [Unclassified]

Message Type: [Individual (Working Record)]

Name: [ ]

Security Level

☐ Digitally sign the message

☐ Encrypt message contents and attachments

☐ Sign MSP Header

Privacy Mark: [ ]

Delivery Options

☐ Prohibit distribution list expansion

☐ Prohibit delivery to Dead Letter Mailbox

☐ Prohibit delivery to recipient specified alternate recipient

OK Cancel Help



# Properties that MUST be Set

- To (set by default)
- From (added from PAB)
- Subject
- Precedence (Primary, Copy- Defaults to Routine)
- Classification (Defaults to Unclassified)
- Message Type = Other-Organizational
- Date Time Group (automatically set)



# **CMP / JMPS**

## ***The NEW MTF!!!***



***CMP / JMPS Training  
using Windows NT***





# CMP/JMPS

- Assists Drafter in Creating Messages
- Provides Templates for Military Formats
- Requires No In-Depth Knowledge to Use
- Performs Validation and Spelling Checks
- Supports Transition from Autodin to DMS
- Full Integration with Microsoft Outlook 98/2000.





My Computer



COE\_MP\_UI



Network  
Neighborhood



JMPS



Recycle Bin



NT\_Install



Microsoft  
Outlook



Internet  
Explorer

Continue 



5:01 PM



**Choose Profile**

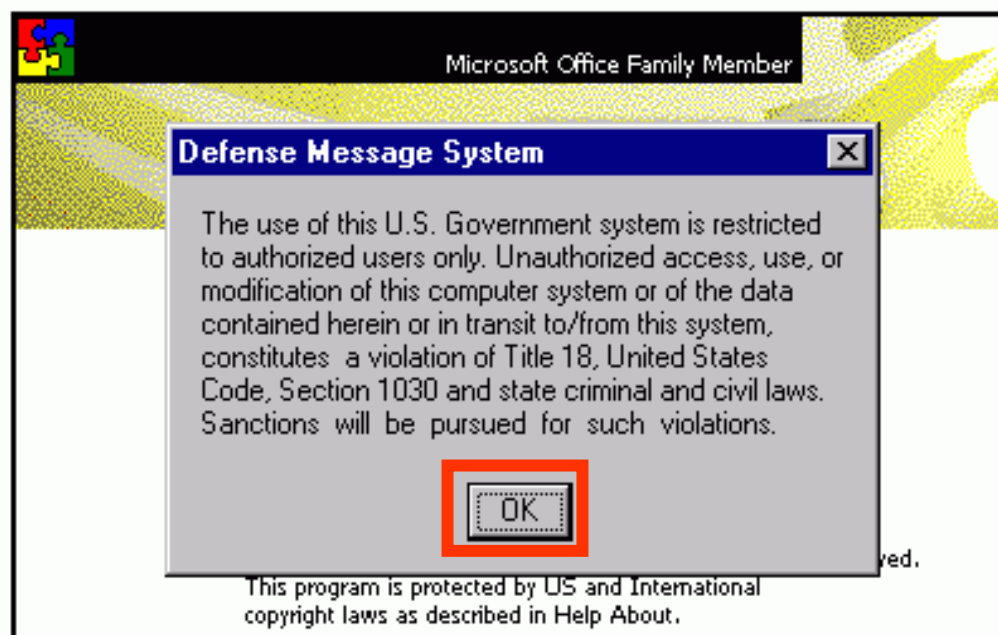
Profile Name: DMS Profile New...

OK Cancel Help Options >>

Greg Staughter  
 NAVCOMTEL SUPP DET  
 Product ID: 71332-747-0159166-02138

Copyright(c) 1995-1998 Microsoft Corporation. All rights reserved.  
 This program is protected by US and International  
 copyright laws as described in Help About.

**Continue** 

**Continue**

## Inbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders

!    From Subject Received ▾

There are no items to show in this view.

No items are currently selected.

## Inbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders

From Subject Received

There are no items to show in this view.

## USMTF\_1999 - Select Message Template

Type Message Name or Select from Box

GENADMIN - F002

GENADMIN - F002

RI - F014

RRI - F015

COMTECHREP - F104

PRETECHREP - F105

VISITREQ - F170

AFU.ASR - F231

OK

Cancel

Open...

Continue



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN	/ / / / //
SUBJ	/	-	//
REF	/		//
ANPN	/		//
NARR	/		//
POC	/		//
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

MSGID

ORIGINATOR

1-30ANBS

Continue →





EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	-	//
REF	/		//
ANPN	/		//
NARR	/		//
POC	/		//
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

**Continue** →



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/		//
AMPH	/		//
NARR	/		//
POC	/		//
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

**Continue**

SUBJ

EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/	<input type="checkbox"/> /	//
AMPN	/		//
NARR	/		//
POC	/		//
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A /  /  /  /  //

ANPN /  //

NARR /  //

POC /  //

AKNLDG /  //

RMKS / - //

DECL /  //



**EXER** /  //

**OPER** /  //

**MSGID** / GENADMIN/DMS TEST COMMAND //

**SUBJ** / SAMPLE DMS MESSAGE //

**REF** /  /  /  /  //

**AMPH** /  //

**NARR** /  //

**POC** /  //

**AKNLDG** /  //

**RMKS** /  //

**DECL** /  //



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF /  /  /  /  //

ANPN /  //

NARR /  //

POC /  //

AKNLDG /  //

RMKS /  //

DECL /  //



EXER /  //OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A / LTR / COMNAUTESTCOM / 2500012JAN2000 / ANPN /  //NARR /  //POC /  //AKNLDG /  //

RMKS / - //

DECL /  //

Continue



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

AMPN /  //

NARR /  //

POC /  //

AKNLDG /  //

RMKS / - //

DECL /  //

**Continue**



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

AMPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

ADDR /  //

POC /  //

AKNLDG /  //

RMKS / - //

DECL /  //

**Continue**



**EXER** /  //

**OPER** /  //

**MSGID** / GENADMIN/DMS TEST COMMAND //

**SUBJ** / SAMPLE DMS MESSAGE //

**REF** / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

**ANPN** / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

**NARR** /  //

**POC** /  /  /  /  ,

**AKNLDG** /  //

**RMKS** / - //

**DECL** /  //



**EXER** /  //

**OPER** /  //

**MSGID** / GENADMIN/DMS TEST COMMAND //

**SUBJ** / SAMPLE DMS MESSAGE //

**REF** / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

**ANPN** / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

**NARR** /  //

**POC** /  /  /  /  /

**AKNLDG** /  //

**RMKS** / - //

**DECL** /  //



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

ANPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR /  //

POC / JOHN Q. PUBLIC /  /  /

AKNLDG /  //

RMKS / - //

DECL /  //





**EXER** /  //

**OPER** /  //

**MSGID** / GENADMIN/DMS TEST COMMAND //

**SUBJ** / SAMPLE DMS MESSAGE //

**REF** / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

**ANPN** / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

**NARR** /  //

**POC** /  /  /  /  //

**AKNLDG** /  //

**RMKS** / - //

**DECL** /  //



**EXER** /  //

**OPER** /  //

**MSGID** / GENADMIN/DMS TEST COMMAND //

**SUBJ** / SAMPLE DMS MESSAGE //

**REF** / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

**ANPN** / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

**NARR** /  //

**POC** /  /  /

**AKNLDG** /  //

**RMKS** /  //

**DECL** /  //



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

ANPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR /  //

POC / JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND /  //

AKNLDG /  //

RMKS / - //

DECL /  //



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

ANPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR /  //

POC / JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND /  //

AKNLDG /  //

RMKS / - //

DECL /  //



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/	A/LTR/COMNAUTESTCOM/250001ZJAN2000	//
ANPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//
NARR	/		//
POC	/	JOHN Q. PUBLIC	/
AKNLDG	/		
RMKS	/	-	
DECL	/		

Cut

Copy

Paste

Open

Close

☒ LOCATION, LAT/LONG, SECONDS (15-15AN)
 

LOCATION, UTM 10 METER (10-10AN)

LOCATION NAME (1-20ANBS)



/ [ ] //

/ [ ] //

/ GENADMIN/DMS TEST COMMAND //

/ SAMPLE DMS MESSAGE //

/ A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

/ REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

/ [ ] //

/ JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND / LOC [ ] //

/ [ ] //

/ [ ] //

/ [ ] //



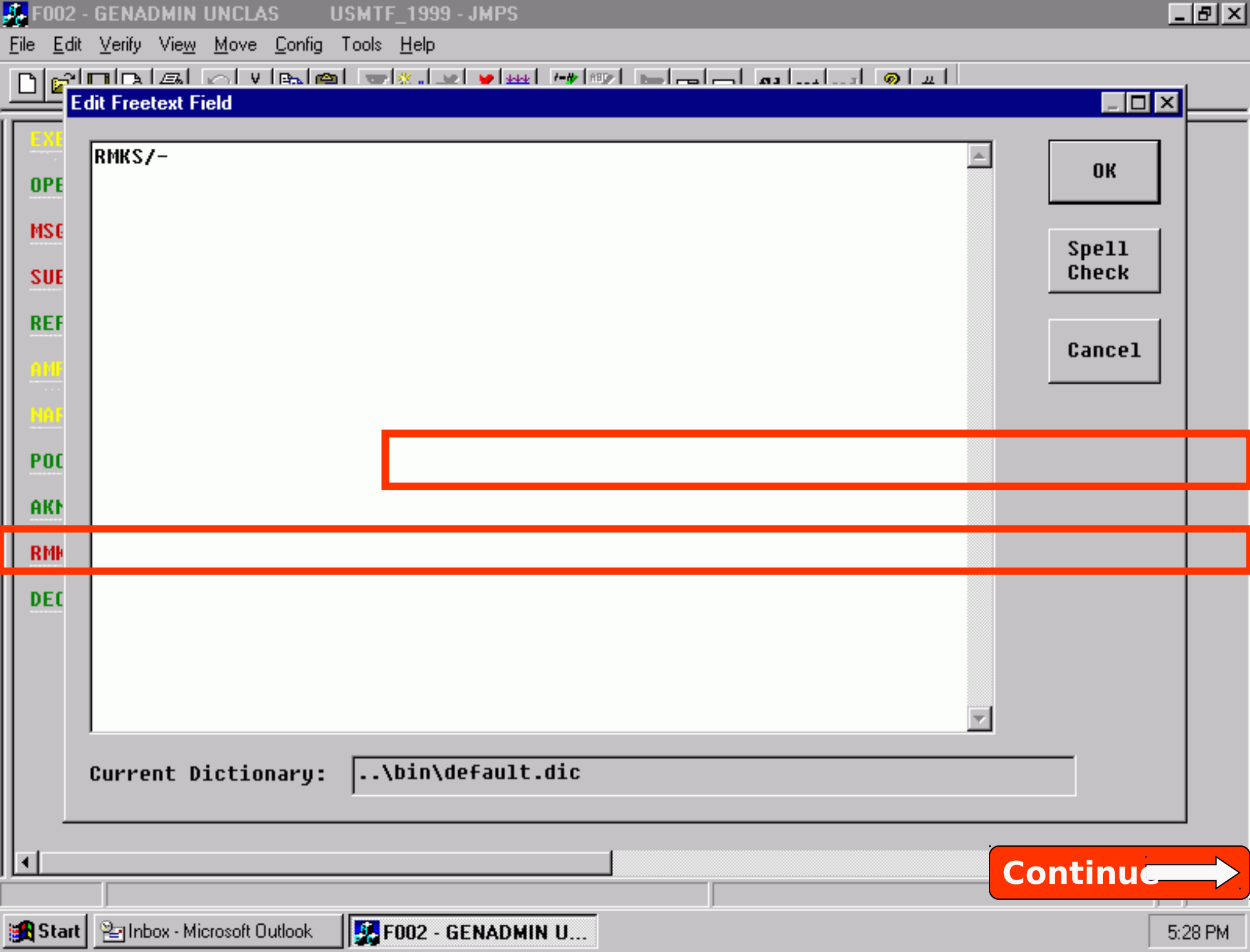
/  //

**Continue** 



/TEL

/EMAIL





Edit Freetext Field

RMKS/1. THIS IS A SAMPLE DMS MESSAGE.  
2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.

OK

Spell  
Check

Cancel

Current Dictionary: ..\bin\default.dic

Continue →



EXER /  //

OPER /  //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMNAUTESTCOM/250001ZJAN2000 //

ANPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR /  //

POC / JOHN Q. PUBLIC/CIVILIAN/DMS TEST COMMAND/LOG:WASHINGTON DC/TEL:(20 //

AKNLDG /  //

RMKS / 2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.  //

DECL /  //

## Message Verification

Message Successfully Verified - No Errors Found

OK

set cod



#

//

//

//

//

//

ICY

//

//

NGTON DC/TEL:(20

//

//

RMKS / 2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.

//

DECL

/

//



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/	A/LTR/COMNAUTESTCOM/250001ZJAN2000	//
ANPH	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//
NARR	/		//
POC	/	JOHN Q. PUBLIC/CIVILIAN/DMS TEST COMMAND/LOC:WASHINGTON DC/TEL:(20	//
AKNLDG	/		//
RMKS	/	2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.	//
DECL	/		//

**Continue** 



## Inbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders

!    From Subject Received

There are no items to show in this view.

## Defense Message System

The use of this U.S. Government system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system, constitutes a violation of Title 18, United States Code, Section 1030 and state criminal and civil laws. Sanctions will be pursued for such violations.

OK

Continue 

## Inbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders

## SAMPLE DMS MESSAGE - Message (Plain Text)

Send Save Print Reply Reply All Forward Options... A ? [Icons] JKP >>

This message has not been sent.

To...

Cc...

Subject: SAMPLE DMS MESSAGE

UNCLAS  
MSGID/GENADMIN/DMS TEST COMMAND//  
SUBJ/SAMPLE DMS MESSAGE//  
REF/A/LTR/COMNAVTESTCOM/250001ZJAN2000//  
AMPN/REF A IS A LETTER DESCRIBING THE NEW NAVY TEST  
POLICY//  
POC/JOHN Q. PUBLIC/CIVILIAN/DMS TEST  
COMMAND/LOC:WASHINGTON DC  
/TEL:(202) 555-1234/EMAIL:JQPUBLIC(AT)DMSTEST.NAVY.MIL//  
RMKS/1. THIS IS A SAMPLE DMS MESSAGE.  
2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.//

Continue →



## Inbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders

**SAMPLE DMS MESSAGE - Message (Plain Text)**

**Select Names**

Show Names from the: **Personal Address Book**

Type Name or Select from List:

**COMNAVTESTCOM**

- NAVTESTCOM EIGHT
- NAVTESTCOM ELEVEN
- NAVTESTCOM FIVE
- NAVTESTCOM FOUR
- NAVTESTCOM NINE
- NAVTESTCOM ONE
- NAVTESTCOM SEVEN
- NAVTESTCOM SIX
- NAVTESTCOM TEN

Message Recipients

To ->

Cc ->

Bcc ->

New... Properties Find... Send Options...

OK Cancel Help

Received



## Inbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders

**SAMPLE DMS MESSAGE - Message (Plain Text)**

Show Names from the: Personal Address Book

Type Name or Select from List:

COMNAVTESTCOM  
NAVTESTCOM EIGHT  
NAVTESTCOM ELEVEN  
NAVTESTCOM FIVE  
NAVTESTCOM FOUR  
NAVTESTCOM NINE  
NAVTESTCOM ONE  
NAVTESTCOM SEVEN  
NAVTESTCOM SIX  
NAVTESTCOM TEN

To -> COMNAVTESTCOM

Cc ->

Bcc ->

New... Properties Find... Send Options...

OK Cancel Help

2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.//



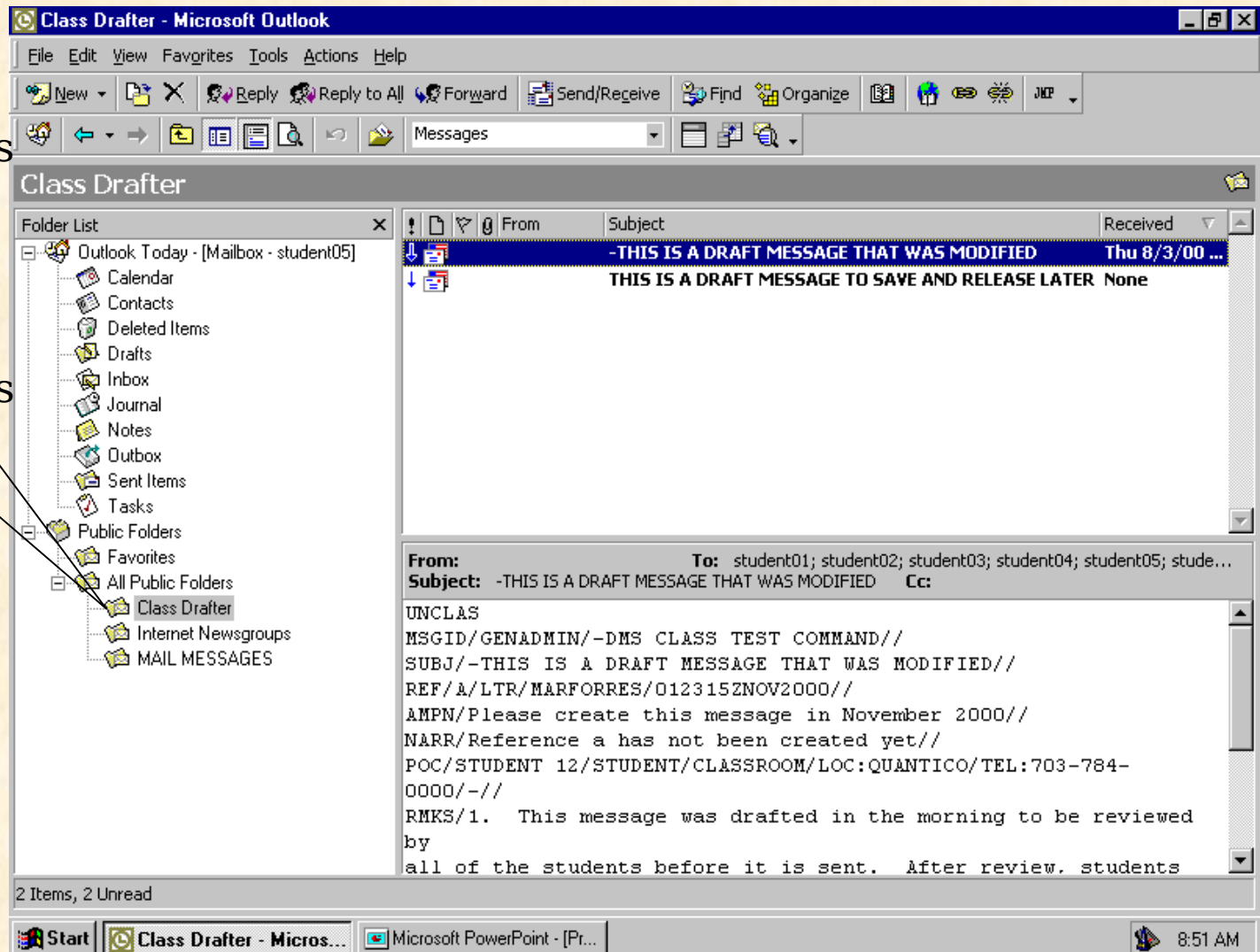
Received





# Draft Message in Public Folder

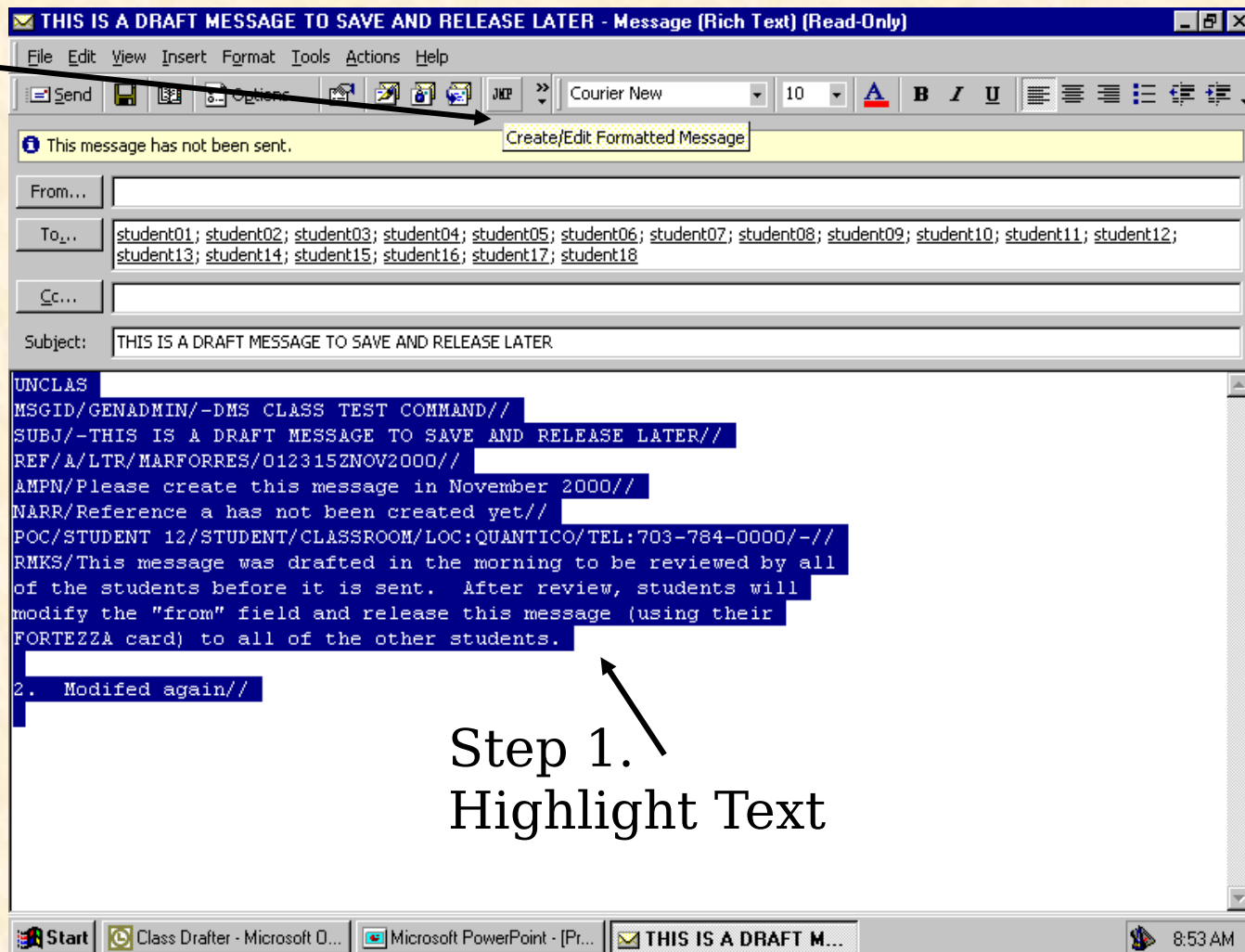
Folder permissions are restricted so only drafters and releasers can see and access this folder.





# Edit a Saved Draft Using JMP Again

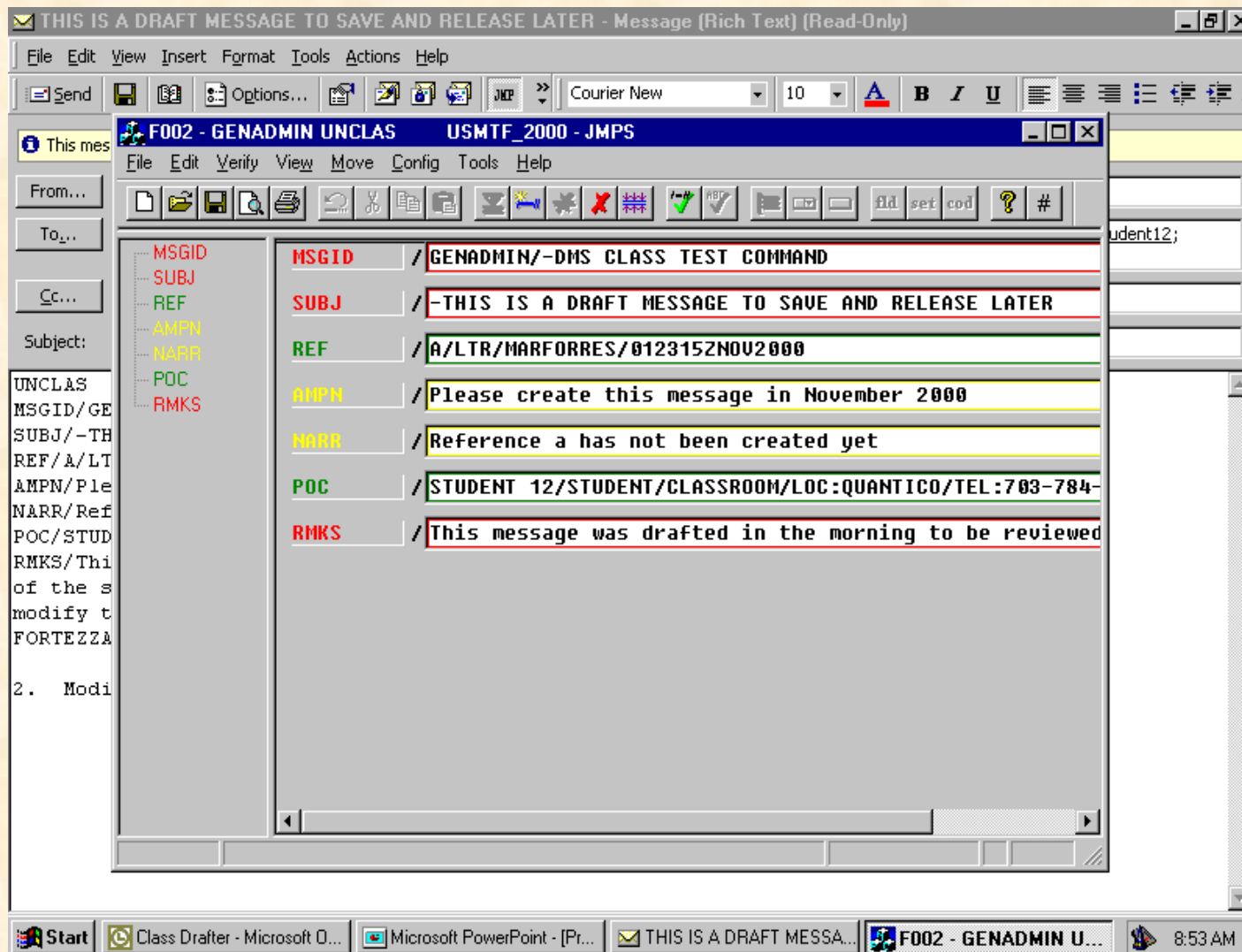
Step 2.  
Select JMP



Step 1.  
Highlight Text



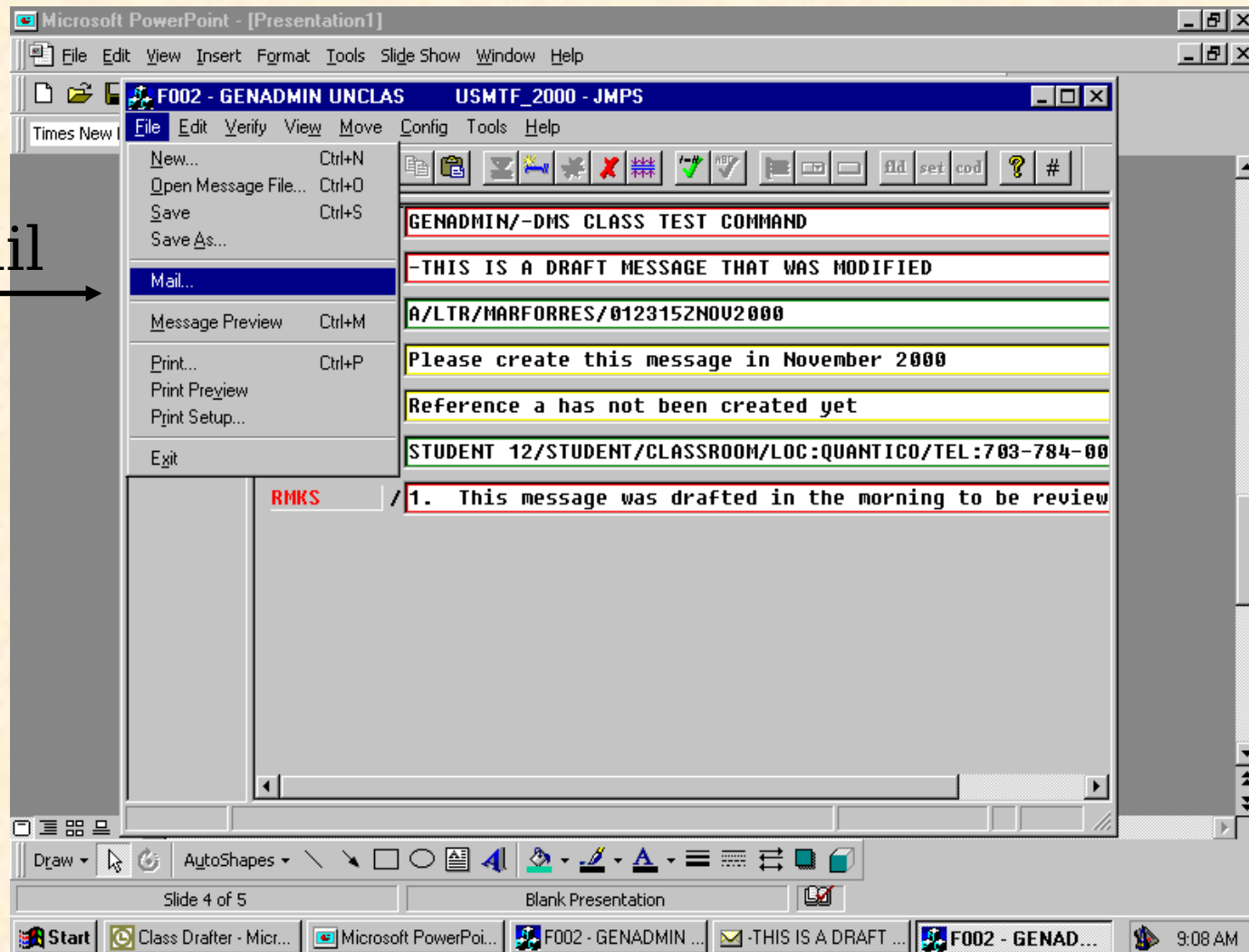
# Draft Message Back in JMP





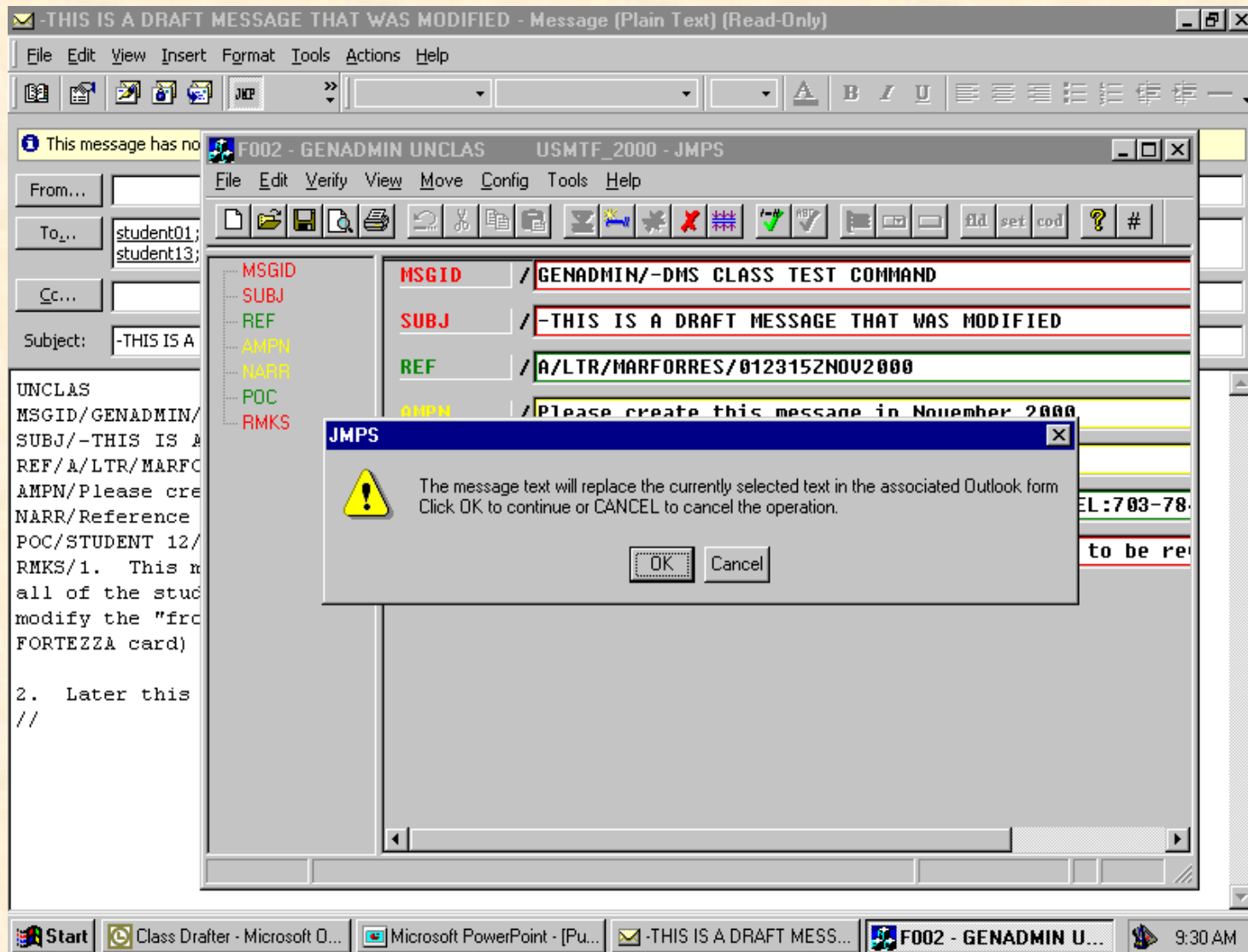
# Mail Edited Message Back to DMS

Select Mail



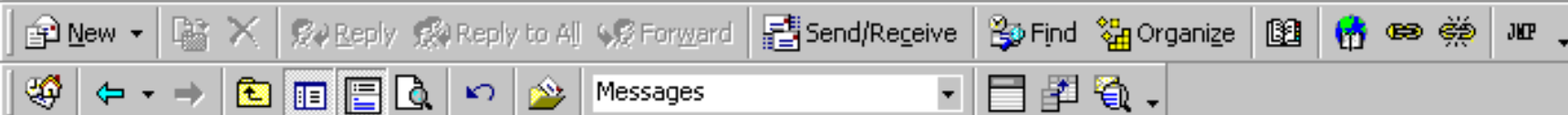


# JMP Returns Message





File Edit View Favorites Tools Actions Help



## Inbox

## Folder List

- Outlook Today - [Mailbox - student]
- Calendar
- Contacts
- Deleted Items (2)
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders
  - Favorites
  - All Public Folders
    - Class Drafter
    - Internet Newsgroups
    - MAIL MESSAGES

**-THIS IS A DRAFT MESSAGE TO SAVE AN...**

File Edit View Insert Format Tools Actions Help

This message has not been sent.

From...

To...

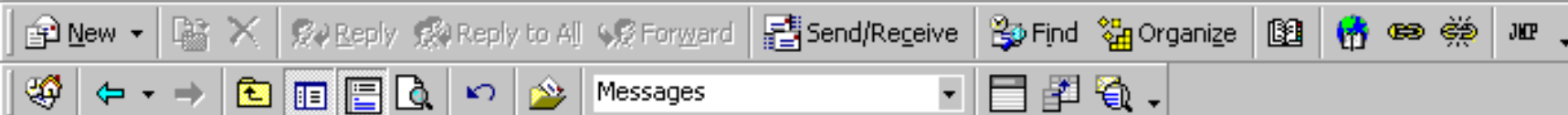
Cc...

Subject:

UNCLAS  
MSGID/GENADMIN/-DMS CLASS TEST  
COMMAND//  
SUBJ/-THIS IS A DRAFT MESSAGE TO SAVE  
AND RELEASE LATER//  
REF/A/LTR/MARFORRES/012315ZNOV2000//  
AMPN/Please create this message in

0 Items

File Edit View Favorites Tools Actions Help



## Inbox

## Folder List

- Outlook Today - [Mailbox - student]
- Calendar
- Contacts
- Deleted Items (2)**
- Drafts
- Inbox**
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- Public Folders
  - Favorites
  - All Public Folders
    - Class Drafter
    - Internet Newsgroups
    - MAIL MESSAGES

Received

n this view.

selected.

0 Items





**Continue** 

## Outbox

Folder List	To	Subject	Sent
<div>Outlook Today - [Mailbox]</div> <ul style="list-style-type: none"><li>Calendar</li><li>Contacts</li><li>Deleted Items</li><li>Drafts</li><li>Inbox</li><li>Journal</li><li>Notes</li><li><b>Outbox (1)</b></li><li>Sent Items</li><li>Tasks</li></ul> <div>Public Folders</div>		COMNAVTEST... SAMPLE DMS MESSAGE	None

1 Item

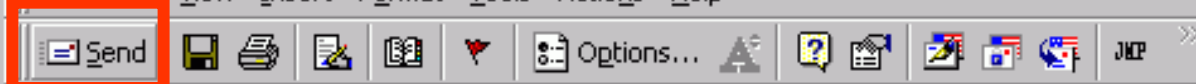


## Outbox

## Folder List

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox (1)**
- Sent Items
- Tasks
- Public Folders

## SAMPLE DMS MESSAGE - Message (Plain Text)



Send

**i** This message has not been sent.

To...

COMNAVTESTCOM

Cc...

Subject:

SAMPLE DMS MESSAGE

UNCLAS  
MSGID/GENADMIN/DMS TEST COMMAND//  
SUBJ/SAMPLE DMS MESSAGE//  
REF/A/LTR/COMNAVTESTCOM/250001ZJAN2000//  
AMPN/REF A IS A LETTER DESCRIBING THE NEW NAVY TEST  
POLICY//  
POC/JOHN Q. PUBLIC/CIVILIAN/DMS TEST  
COMMAND/LOC:WASHINGTON DC  
/TEL:(202) 555-1234/EMAIL:JQPUBLIC(AT)DMSTEST.NAVY.MIL//  
RMKS/1. THIS IS A SAMPLE DMS MESSAGE.  
2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.//

**Continue**

File Edit View Go Tools Actions Help



## Inbox

- Folder List
- Outlook Today - [Mail]
  - Calendar
  - Contacts
  - Deleted Items
  - Drafts
  - Inbox
  - Journal
  - Notes
  - Outbox
  - Sent Items
  - Tasks
  - Public Folders

!		From	Subject	Received
There are no items to show in this view.				

No items are currently selected.

0 Items

Continue →

New  
Open  
Close All Items

Save As...  
Save Attachments

Folder

Import and Export...  
Archive...

Page Setup

Print Preview

Print... Ctrl+P

Exit

Exit and Log Off

Reply Reply to All Forward



Send and Receive



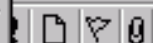
Find



Organize



JMP



From

Subject

Received



There are no items to show in this view.

No items are currently selected.



My Computer



COE\_MP\_UI



Network  
Neighborhood



JMPS



Recycle Bin



NT\_Install



Microsoft  
Outlook



Internet  
Explorer

**Continue** 



5:48 PM



# CMP Quick Reference

- In each Field click once, Hit enter to expand all of the options for that particular field.
- If a set has fields which you do not require, put a “-” in place of text to appease the program.
- If you do not know what the program is asking for, right click in the particular field and select new options.





# ***CMP / JMPS***

***The***



***End***

***CMP / JMPS Training  
using Windows NT***



# CONCLUSION



# Additional Sources of Information

- This presentation has shown you the basics of DMS configuration and usage. Below are some additional sources of information
- Documentation on DMS User Agent CDROM
  - Client Reference Guide (crg.doc)
  - Installation Instructions (install.doc)
  - Non-Delivery Notice Guide (ndn-summ.doc)
- When DMS is installed on a computer, the same documents that are listed above can be found at C:\DMS\DOCS



# Additional Sources of Information

- Your Local Control Center
  - Here at Quantico it is the DMS Control Center
  - COMM 703-784-2111/DSN 278-2111/FAX 703-784-2001
  - SMB Quantico G6 DMS Help Desk ([helpdeskdms@nt.quantico.usmc.mil](mailto:helpdeskdms@nt.quantico.usmc.mil))
  - <http://www.quantico.usmc.mil/g6/dmscc>
- Service DMS Web Sites
  - <https://www.noc.usmc.mil/Secure/DMS>
  - <http://dmsweb.belvoir.army.mil>
  - <http://www.dmshelp.navy.mil>



# Additional Sources of Information

- DISA's DMS Web Site
  - \*excellent\* <http://www.disa.mil/apps/apm/>  
\*excellent\*
- Lockheed Martin's DMS Web Site
  - <http://www.lmdms.com>
- Fortezza Drive Manufactures
  - <http://www.litronics.com>





# Who to Go to For Help?

- Your first step is NOT the DMS Control Center!!!!
- First and LAST step, is your DMS ISC. Numbers are posted on the DMSCC web site.
- <http://www.quantico.usmc.mil/g6/dmscc>



# QUESTIONS?